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**BIG BEAR FIRE AUTHORITY  
MINUTES FOR THE MEETING OF  
JUNE 2, 2020**

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A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Green at 5:05 p.m., Tuesday, June 2, 2020, via Teleconference pursuant to Governor Newsom's Executive Orders N-25-20 and N-29-20.

**OPEN SESSION**

Moment of Silence: Observed

Board Members Present: Chairman John Green  
Vice Chairman David Caretto  
Director Bob Jackowski  
Director Bill Jahn  
Director Rick Herrick  
Director Karyn Oxandaboure  
Director Randall Putz  
Director John Russo  
Director Larry Walsh (arrived at 5:12 p.m.)  
Director Al Ziegler

Board Members Absent: None

Others Present: Jeff Willis, Fire Chief  
Mike Maltby, Assistant Chief/Fire Marshal  
Dawn Marschinke, Board Secretary  
Kristin Mandolini, Senior Finance Officer  
Authority Counsel, Joseph Sanchez

**ANNOUNCEMENTS & UPCOMING EVENTS**

None

**PRESENTATIONS**

None

**EMAILED PUBLIC COMMUNICATIONS**

Board Secretary Marschinke read a letter from Big Bear Professional Firefighters' Association (see attached).

### **DIRECTORS' GENERAL ANNOUNCEMENTS**

Chairman Green asked the Authority's General Counsel Joseph Sanchez to speak regarding the letter read during public comment from Big Bear Professional Firefighters' Association explaining the decision to deny the Association their request to enter Closed Session regarding the Fire Chief's Performance Evaluation.

Joseph Sanchez informed the public that there was a request from the Big Bear Professional Firefighters' Association to enter the Closed Session for the Fire Chief's evaluation. There is no legal precedent or a way to allow for that; therefore, it was the decision by legal counsel was not to allow it.

Chairman Green stated that the Association was told that the best way to communicate was to submit a letter; therefore, that is what they did.

Director Herrick offered thanks to the Department's Firefighters, and firefighters throughout the state, especially considering the civil unrest California has experienced.

Director Ziegler asked how come there was no signature on the public comment letter from the Big Bear Professional Firefighters' Association to know who wrote it.

### **CHIEF'S REPORT**

None

### **FINANCE OFFICER'S REPORT**

**Speaker:** Senior Finance Officer Kristin Mandolini

The year-to-date Financial Report through April 2020 was presented.

Staff responded to questions from board members.

The question was asked if there would be an impact from the delay in property taxes. Staff responded that there may be some delay from the Big Bear Community Services Districts for Fiscal Year 2020-2021 taxes, but no delay is expected from Big Bear Lake property tax revenue.

### **CONSENT CALENDAR**

**FA1. Approval of Demands – Check Issue Date 03/01/20 through 04/30/20 in the amount of \$1,591,234.16**

- FA2. Approval of Meeting Minutes from the April 7, 2020 Regular Meeting of the Big Bear Fire Authority**
- FA3. Receive and File Big Bear Fire Department Monthly Activity Reports for March and April, 2020**
- FA4. Adopt Resolution No. BBFA2020-004 Declaring the Results of the Special Election for Community Facilities District No. 2019-1 (BBFA Fire Protection and Emergency Services), on the Propositions with Respect To (I) the Annual Levy of Special Taxes to Pay the Costs of Certain Public Facilities to be provided by the Community Facilities District and (II) the Establishment of an Appropriations Limit**

RESOLUTION NO. BBFA2020-004

RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY DECLARING THE RESULTS OF THE SPECIAL ELECTION FOR COMMUNITY FACILITIES DISTRICT NO. 2019-1 (BBFA FIRE PROTECTION AND EMERGENCY SERVICES), ON THE PROPOSITIONS WITH RESPECT TO (I) THE ANNUAL LEVY OF SPECIAL TAXES TO PAY THE COSTS OF CERTAIN PUBLIC FACILITIES TO BE PROVIDED BY THE COMMUNITY FACILITIES DISTRICT AND (II) THE ESTABLISHMENT OF AN APPROPRIATIONS LIMIT

- FA5. Approval of Classification and Wage Table and FTE Chart for Fiscal Year 2020-21, Including New and Revised Job Descriptions**

Board consideration of approving the Classification and Wage Table for Fiscal Year 2020-21, the corresponding Fire Authority FTE Chart, and new job descriptions for Ambulance Operator/EMT, Ambulance Operator/Paramedic, Fire Mechanic; and substantive changes to the job descriptions of the Senior Finance Officer (Senior Finance Officer/HR Manager), Business Analyst I – Accounting Technician (Accounting/HR Coordinator) and Front Counter Technician (Administrative Assistant).

**Action:** Motion by Vice Chairman Caretto, seconded by Director Ziegler to approve the the Consent Calendar as follows:

AYES: Ziegler, Caretto, Herrick, Jackowski, Jahn, Oxandaboure, Putz, Russo, and Green

NOES: None  
ABSENT: None  
ABSTAIN: Walsh

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

None

**PUBLIC HEARINGS**

*Any person may appear and be heard in support or opposition to the proposals at the time of the meeting. If you challenge the action in court, you may be limited to raising only those issues which you or someone else raised at the public meeting described in the notice or in written correspondence delivered to the Fire Authority at or before the public meeting.*

**FA6. Proposed Resolution No. BBFA2020-005 to Adopt the Fiscal Year 2020-2021 Big Bear Fire Authority Budget**

Board consideration of conducting a Public Hearing to approve Resolution No. BBFA2020-005 adopting the Big Bear Fire Authority Budget for Fiscal Year 2020-2021.

RESOLUTION NO. BBFA2020-005

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING THE BIG BEAR FIRE AUTHORITY APPROVED BUDGET FOR FISCAL YEAR 2020-21

Speaker: Kristin Mandolini, Senior Finance Officer

Staff responded to questions from board members. Board members provided comment.

How does the Fire Equipment Mechanic affect the budget? Staff responded that it will be less expensive and faster turnaround than outsourcing.

Are there plans to purchase new equipment? Staff responded that equipment purchases have been deferred.

Is there room for the Mechanic at Station 281? Staff responded that there is room at the Station, in addition they have access to one of the Department utility vehicles to service equipment at other stations. There may be an opportunity for utilizing the Moonridge Station for repairs.

**Action:** At the hour of 5:33 p.m., Chairman Green opened the public hearing. Hearing no public comment, at the hour of 5:34, Chairman Green closed the public hearing.

**Action:** Motion by Vice Chairman Caretto; seconded by Director Jahn, to conduct a public hearing and adopt resolution BBFA2020-005 as follows:

AYES: Ziegler, Caretto, Herrick, Jackowski, Jahn, Oxandaboure, Putz,  
Russo, and Green  
NOES: Walsh  
ABSENT: None  
ABSTAIN: None

## **NEW BUSINESS**

### **BIG BEAR FIRE AUTHORITY DISCUSSION ITEMS**

**FA7. Introduction of Ordinance BBFA2020-001 for Adoption of the 2019 Edition of the California Fire Code with Amendments, Including Penalties, and the 2019 Edition of the California Residential Code, with Amendments**

Board consideration and discussion of introducing and waiving first reading to adopt the 2019 Edition of the California Fire Code with amendments, additions, deletions, and exceptions, including penalties and the 2019 Edition of the California Residential Code, along with certain changes, modifications, amendments, additions, deletions, and exceptions, and set a public hearing for second reading and adoption of Ordinance No. BBFA2020-001 at the Fire Authority meeting of August 4, 2020.

Speaker: Mike Maltby, Assistant Chief

Staff responded to questions from board members. Board members provided comment.

Are their exceptions for the Big Bear Lake Fireworks show? Staff responded, yes.

How will permits be processed for events over 200 people that may occur at places like The Lodge and The Convention Center? Staff responded that in those cases there would be an annual permit process that would also allow the Department to provide annual inspections of the facilities.

Will Big Bear Mountain Resorts be part of the permit process? Staff responded that most of their business is on Forest Service Land, so the Department's fire code does not apply.

**Action:** Motion by Director Jahn; seconded by Director Jackowski to introduce and waive first reading and pass to public hearing and second reading at the August 4, 2020 meeting and ordinance entitled:

ORDINANCE NO. BBFA2020-001

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, ADOPTING THE 2019 EDITION OF THE CALIFORNIA FIRE CODE AND THE 2019 EDITION OF THE CALIFORNIA RESIDENTIAL CODE, ALONG WITH CERTAIN CHANGES, MODIFICATIONS, AMENDMENTS, ADDITIONS, DELETIONS, AND EXCEPTIONS THERETO

Said motion was approved by the following vote:

AYES: Russo, Walsh, Ziegler, Caretto, Herrick, Jackowski, Jahn, Oxandaboure, Putz, and Green  
NOES: None  
ABSENT: None  
ABSTAIN: None

**FA8. Restricted Fund Balance and Request for Proposal for All-Risk Fire and Emergency Medical Services**

Board consideration of assigning discussion items regarding Restricted Fund Balance and Request for Proposal (RFP) for All-Risk Fire and Emergency Medical Services to committee to work with staff to make recommendations to the Board for further direction.

Speaker: Jeff Willis, Fire Chief

Staff responded to questions from board members. Board members provided comment.

Chief Willis recommended first delving into and make decisions regarding the Restricted Fund Balance issue that which will help with the decision-making process regarding the matter of issuing an RFP at a later meeting.

The Board expressed preference to send the discussion items to the Administrative Committee rather than an Ad Hoc Committee, giving the public the opportunity to attend the meeting(s).

**Action:** Motion by Director Putz; seconded by Director Herrick approving staff recommendation and sending the discussion work to the Administrative Committee by the following vote:

AYES: Putz, Russo, Walsh, Ziegler, Caretto, Herrick, Jackowski, Jahn, Oxandaboure, and Green  
NOES: None  
ABSENT: None  
ABSTAIN: None

### **COMMITTEE REPORTS**

None

### **DIRECTORS' CLOSING COMMENTS**

Vice Chairman Caretto stated that he was happy to have a balanced budget for the first time in several years, even though it was painful the way we had to achieve it.

Director Jahn agreed with Vice Chairman Caretto's comments.

Director Putz agreed that it is nice to see a balanced budget. He hopes as we move forward, we will be able to take care of equipment needs that are overdue. He also asked the Administrative Committee to consider multiple RFPs to include, 1) Big Bear Fire Authority, 2) Big Bear Lake Fire Protection District, and 3) Big Bear City Community Services District.

Director Russo agreed with Director Putz.

Director Walsh stated he was surprised to see the April financials that payroll was so close to SOP. He would have thought after laying off 2.5 positions we would have been much healthier in terms of what has been spent and what we have leftover. It is almost as if we still have those people on the payroll. He tried looking at unemployment claims, but because of confidentiality, things are difficult to read.

Director Ziegler agreed with Vice Chairman Caretto's comments.

Director Jahn agreed with Director Putz that we need to separate the proposals, but he also believes we need to get proposals from both San Bernardino County Fire and CAL FIRE.

Director Ziegler disagreed with asking for bids at this time due to what is going on within our entire framework.

At the hour of 5:58, p.m., the Board adjourned to Closed Session.

**PUBLIC FORMUM FOR CLOSED SESSION**

None

**CLOSED SESSION**

1. **Public Employee Performance Evaluation (Government Code §54957)**  
Title: Fire Chief

At the hour of 7:44, p.m., the Board adjourned Closed Session.

**REPORT ON CLOSED SESSION**

No reportable action.

**ADJOURNMENT**

There being no further business to come before the Fire Authority at this session, Chairman Green adjourned the meeting at 7:44 p.m.

*Dawn E. Marschinke*

Dawn E. Marschinke, Board Secretary

APPROVED AT THE MEETING OF AUGUST 4, 2020